



Department of Finance & Records Monthly Report: November 2016

- Attended weekly staff meetings and Town Hall update meetings
- Held monthly department staff meeting and additional informational meeting
- Attended November 7th and 28th Town Council Meetings and prepared Memoranda
- Completed all bank reconciliations
- Continued steps of implementation of paperless payroll
- Scheduled and conducted four Internal Controls training sessions to train department heads, Mayor, Deputy Mayor and Fire Department, Admin Department, Planning and Economic Development, Street admin, and Parks admin employees
- Coordinated and scheduled fourteen Internal Controls Risk Assessment sessions with Town staff and Crowe Horwath
- Prepared and updated departmental Internal Controls policy
- Met with Mark Adam from Crowe Horwath
- Met with Todd Settle of Zionsville Insurance
- Met with Chief VanGorder to discuss beginning implementation of records destruction
- Attended Keystone Budget Systems Conference to prepare for Year-End 2016
- Accounts Payable/Payroll
 - Attended Keystone Budget Systems Conference to prepare for Year-End 2016.
 - Developed several Supplemental Pay codes for streamlining Payroll for Fire and Police departments
 - Worked with Court Deputy Director to update all Vendor W-9s.
 - Processed 441 claims for all departments for November payment
- Wastewater
 - Processed payments and billing for 5059 customers
 - Processed 22 transfers of accounts
 - 4 new construction accounts opened
 - 20 new ACH accounts opened
 - Continued audits of accounts.
- Public Assistance
 - Processed a total of 5 new Public Assistance requests serving 3 households, 5 adults and one child.
- Town Court
 - Processed 62 cases